



JOB DESCRIPTION

Position Identification:

Job Reference:

Job Title: Senior Accountant, Resilience Financing & Disaster Risk Finance Unit (RFU)

Work Unit/Division: Resilient Development Finance Division, Ministry of Finance

Responsible To: Principal Accountant, Resilience Financing & Disaster Risk Finance Unit (RFU)

Job Purpose: Facilitate Government's access to resilience financing opportunities by ensuring compliance with the processes and requirements laid down by multilateral financing institutions

Post No: 1

Location: SGGB

Salary Band: Band J

Date: September 2020

Introduction

The Government of the Kingdom of Tonga perseveres in its efforts to build the resilience of all communities across the country. Its experience in 2018 with Tropical Cyclone Gita re-emphasised the need to invest in ensuring that all future development is planned and implemented in ways that mitigate the adverse consequences of climate change and of disasters. The Government has made significant strides in recent years to address climate change and disaster risk by focusing on actions to reduce national vulnerability. At a strategic level, The Tonga Strategic Development Framework II (TSDF II) includes commitment to resilience building as do other policy initiatives at the national level. The Tonga Climate Change Policy 2016 (CCP), and Joint National Action Plan 2 for Climate Change Adaptation and Disaster

Risk Management 2018 (JNAP 2), more specifically identify a range of areas where action is required to strengthen resilience.

Organisation Context

The Ministry of Finance, working together with other central agencies of the Government, has increased its commitment to strengthen the resilience of the country and its communities. It has embraced its responsibilities as identified in the TSDF II, CCP and JNAP 2 to lead the resilience effort within the context of the national development apparatus and has established the Resilient Development Finance Division (RDFD). The goal of the RDFD is to support the Ministry's contribution to a more resilient, inclusive and sustainable Tonga. The objective of the division is to strengthen the integration of resilience measures across all development planning, budgeting and oversight systems in Tonga.

The RDFD is a hub to lead the Ministry's efforts in mainstreaming the management of climate change, disaster and social inclusion risk considerations into the policies, plans and procedures used by the Ministry and works closely with other divisions in this regard. The RDFD also leads the Ministry's efforts to secure and manage external climate change and other financing modalities, implementing a national disaster risk financing strategy and coordinating a wider 'resilience' effort across all central agencies. The RDFD will assist agencies such as the Planning Division in the Prime Minister's Office, Ministry of Foreign Affairs, Parliament, Audit and Public Service Commission in achieving their contributions to national resilience building in line with the relevant national policies and consistent with the respective mandate of each. The RDFD works in close coordination with the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change & Communications (MEIDECC) as the Government's lead technical agency for the implementation of the national climate and disaster resilience agenda, and the Women's Affairs Division in the Ministry of Internal Affairs (MIA), as the lead agency for advancing gender equality and reducing underlying risk.

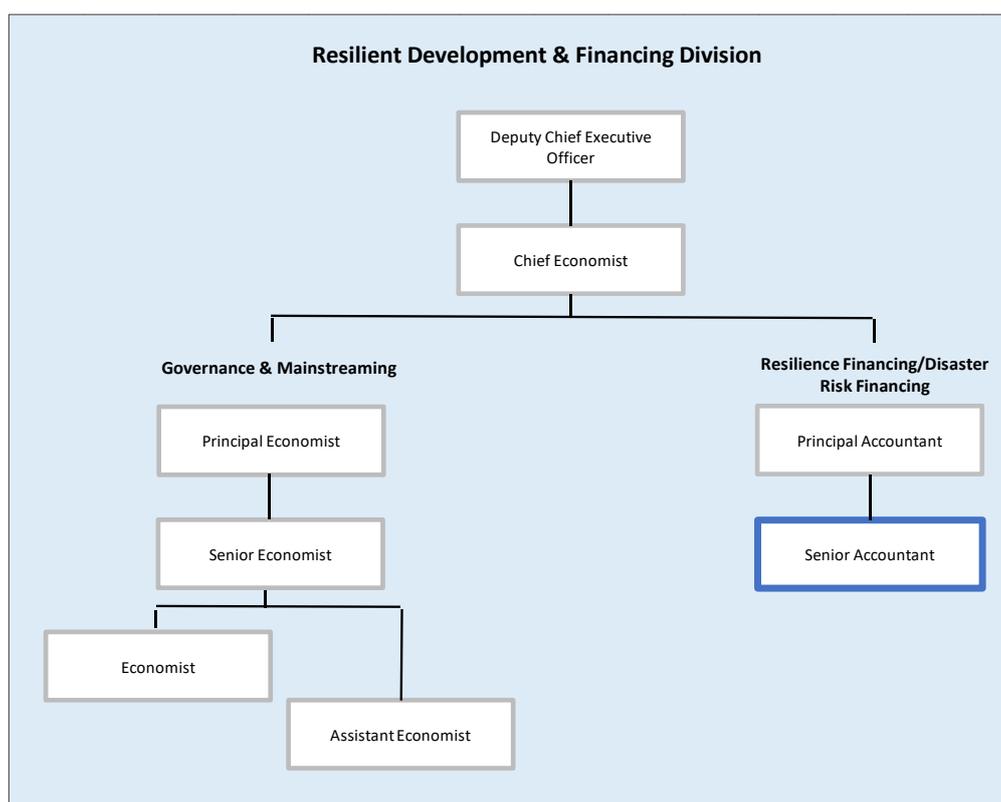
Position Context

This position is being funded under Component 3 of the Pacific Resilience Program (PREP), a World Bank-funded project aimed at strengthening early warning, resilient investments and financial protection against natural hazards in Tonga. The project is being undertaken by a Project Management Unit (PMU) in the Ministry of Meteorology, Environment, Information, Disaster Management, Energy, Climate Change and Communications (MEIDECC). Within the PREP, MEIDECC are responsible for the day-to-day oversight and implementation of Components 1, 2 and 4 and the Ministry of Finance is responsible for the day-to-day oversight and implementation of Component 3.

The Senior Accountant (SA) provides technical expertise and advice to facilitate the Government's access to multilateral financing in support of the national resilience agenda. The incumbent will work under the supervision of the Principal Accountant, RFU and the leadership of the Deputy Chief Executive Officer and typically is expected to:

- Provide policy/technical advice and support to staff to ensure that the Government meets with the fiduciary and other requirements of multilateral financing institutions such as the Green Climate Fund, Adaptation Fund and others;
- Liaise regularly with local stakeholders to ensure broad awareness and understanding of the requirements of multilateral financing institutions;

- Provide technical advice to stakeholders to facilitate the development of 'bankable projects' consistent with the requirements of multilateral financing institutions;
- Coordinate efforts of the Unit with other relevant Divisions in the Ministry of Finance such as the Budget & Aid Management Division, and;
- Facilitate the development of communications and knowledge products to assist in awareness creation on financing opportunities and highlight the results achieved through multilateral investments in resilience building.



Position Accountabilities:

The Key Accountabilities of the Senior Accountant position are:

1. Access to Multilateral Financing

Serve as the focal point and facilitate the relevant fiduciary requirements for multilateral finance institutions to ensure that the Government can access financing for climate and disaster resilience priorities.

2. Project Identification and Processing

Provide technical advice and support to stakeholders to facilitate the development of 'bankable projects' that can secure financing assistance from multilateral sources.

3. Monitoring & Reporting

Facilitate regular monitoring and reporting in relation to the priorities financed by multilateral sources ensuring compliance with reporting requirements and greater transparency and accountability for the funds utilised.

4. Communications & Outreach

Conduct regular communications and outreach activities for Government and local stakeholders to strengthen the awareness of financing opportunities and the visibility of the implementation of financed priorities.

5. Knowledge Products

Develop knowledge products to ensure stakeholder awareness of the requirements, opportunities and progress in resilience building supported by multilateral financing institutions for resilience financing.

The performance requirements of the Key Accountabilities are described in the table below.

Jobholder is accountable for	Jobholder is successful when
<p>1. Access to Multilateral Financing Serve as the focal point and facilitate the relevant fiduciary requirements for multilateral finance institutions to ensure that the Government can access financing for climate and disaster resilience priorities.</p>	<ul style="list-style-type: none"> • Accreditation and other preparatory processes for the multilateral institutions are completed in accordance with set requirements • Regular consultation and oversight is provided of the relevant national agencies to ensure compliance with fiduciary requirements
<p>2. Project Identification and Processing Provide technical advice and support to stakeholders to facilitate the development of 'bankable projects' that can secure financing assistance from multilateral sources.</p>	<ul style="list-style-type: none"> • Agreed number of consultation workshops and meeting are conducted with national and sub national stakeholders to identify 'bankable projects' for financing • Technical advice is provided to ensure the credibility of project proposals • Project proposals are submitted in the appropriate format and a timely manner to multilateral financing institutions and follow up regularly undertaken
<p>3. Monitoring & Reporting Facilitate regular monitoring and reporting in relation to the priorities financed by multilateral sources ensuring compliance with reporting requirements and greater transparency and accountability for the funds utilised.</p>	<ul style="list-style-type: none"> • Survey and other stakeholder follow-up mechanisms are established to facilitate monitoring of implementation progress • Periodic reports (narrative and financial) on implementation progress are submitted in agreed formats and in a timely manner • Regular updates on the progress to the World Bank through PREP PMU under MEIDECC.
<p>4. Communications & Outreach Conduct regular communications and outreach activities for Government and local stakeholders to strengthen the awareness of financing opportunities and the visibility of the implementation of financed priorities.</p>	<ul style="list-style-type: none"> • Regular liaison and coordination undertaken with local media organisations and communications materials disseminated • Agreed number of outreach activities covering Government and other stakeholders completed annually

<p>5. Knowledge Products Develop knowledge products to ensure stakeholder awareness of the requirements, opportunities and progress in resilience building supported by multilateral financing institutions for resilience financing.</p>	<ul style="list-style-type: none"> • Agreed number of knowledge products developed annually • Knowledge products are consistent with the relevant visibility guidelines of the multilateral financing institutions

Note:

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

Most challenging duties typically undertaken:

- Ensuring that Tonga meets the accreditation requirements of multilateral financing institutions and fulfils all accountability measures in the implementation of priorities
- Extensive communications and outreach undertaken to ensure stakeholder awareness and understanding of financing opportunities

Level of Delegation:

The position holder has no delegated authority for procurement and requires the endorsement of the Principal Accountant and approval of the Deputy Chief Executive Officer and/or Chief Executive Officer as the case may be for any procurement request.

The position holder does not hold any delegated human resource management authority

Functional Relationships & Relationship Skills:

Regular updates to the PREP Project Management Unit through the MOF Resilient Development Division. Provide inputs to the PREP Project Manager with regards to 6 monthly reports, component 3 work program, and be available to provide input to World Bank missions etc as needed.

Direct Reports:

The role has no direct reports.

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current job holder has.) This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential
<ul style="list-style-type: none">• A Master's Degree in Accounting, Finance, Commerce or relevant field with up to 1 year experience in a similar role. Or <ul style="list-style-type: none">• Consideration will be given to candidates who hold a Bachelors degree in one of the above fields, with 2 years in a similar role or 4 years relevant work experience• Relevant Diploma with 4 years in a similar role or 10 years relevant work experience
<p><u>Desirable:</u> Having Professional training certifications or accreditations in relevant field would be an added advantage.</p>

Knowledge/Experience

Essential
<ul style="list-style-type: none">• Demonstrated understanding and experience of developments in Resilient Development capacity building priorities in Tonga in at least the last 5 years• Relevant work experience in drafting or supporting work plan development and progress reports, production of knowledge products etc.• Experience in supporting skilled experts/consultants and working in a multi-disciplinary team of professionals.• Proven experience in providing logistical, organisational and administrative support to senior officials and executives.• Sound analytical, research, numeric skills, and excel spreadsheet skills.• Strong communications skills with experience in the development of communication briefs and advisories using print, social and other media• Significant experience and contextual understanding of Tonga and other Pacific island countries
Additional Desirable
<ul style="list-style-type: none">• Understanding of the Climate Change and Disaster Risk Management agenda at the national, regional and global levels• Experience with regional partner and program coordination.• Previous experience with donor financed programs and in particular multilateral finance institutions and attendant requirements• Knowledge of disaster risk finance and insurance developments in the Pacific and/or globally• Experience in management decision making that is systematic, rational and consistent



Duration of the Assignment

The duration of this assignment is three (2) years. The selected candidate is expected to commence the services in September 2020. The role may be extended beyond this time subject to Government need and satisfactory performance.

Selection Procedure:

The candidate for this assignment will be selected in accordance to the World Bank Procurement Regulations for IPF Borrowers.